

Job Duties: Assistant Retirement Administrator (full-time)

Salary/Hours: \$53,000-\$56,000 annually, 39 hours per week includes benefits.

Reports to: Administrator and Board

Summary of Responsibilities: Under the general supervision of the Administrator and Retirement Board, performs administrative and operational functions in accordance with the policies set by the Board, MGL c. 32 and related laws. Effectively communicates with member, vendors and others verbally and in writing.

Duties and Responsibilities include but are not limited to:

- Maintain a complete set of records on members and retirees in our files and computer software system, prepare new member files and oversee scanning of files and documents. Enter relevant data into data base, request transfer of funds and follow through with transfers. Assure all members' contributions are properly credited, transferred and posted.
- Preparation and processing of retirees' monthly retirement allowance payroll, monthly financial reports and annual 1099Rs.
- Perform accounting.
- Manage annual affidavit and annual member statement processes.
- Preparation and processing of monthly expense, staff payroll, and accounts payable warrants and prepare all checks.
- Calculate retirement allowances, creditable service, service purchases, make up payments, refunds/rollovers and service liability.
- Inform members and retirees of their benefits and rights under the retirement law including amounts of various types of retirement and death benefits.
- Seek new ways to improve efficiencies and recommend policy adjustments accordingly.

- Assist in creating a written standard operating procedures for office.
- Implement the provisions of Mass. General Laws, Chapter 32, Public Employee Retirement Administration Commission regulations 840 CMR, and retirement board policies.
- Attend education meetings/seminars within Massachusetts.
- Greet visitors and answer phones. Respond to member requests.
- Maintain confidentiality of records.
- Perform special projects.
- Back up to the Administrator in his/her absence.
- Perform other related duties as assigned by the Board or Administrator.

Please apply with a cover letter and resume by **May 9, 2019** to:

Mr. Sandor Zapolin
Retirement Administrator
Revere Retirement Board
281 Broadway
Revere, MA 02151

or szapolin@revere.org